

- **Rental Information for meetings or conferences**

## **Glenview Mansion and Cottage Meetings or Conferences**

Glenview Mansion at Rockville Civic Center Park offers a variety of possibilities for your special meeting, conference, retreat or other special event.

### **GLENVIEW MANSION AND COTTAGE VENUE BASICS**

- Convenient location – one mile from the Rockville Metro station, a short distance off Route 28 near Viers Mill Road and Rockville Pike/355.
- Ample free parking.
- Free WIFI.
- Your event set-up is done by our facility staff.
- Audio/Visual equipment available for a fee or bring your own. (LCD projector, television with DVD/VHS combination, stand-up floor podium with built-in microphone/amplification system available).
- Easels, flipchart, markers available for a fee or bring your own.
- Food service available or bring your own.
- Events must have 70 or fewer participants depending on the area being used.
- Events must be held Monday through Thursday between the hours of 7 AM and 9 PM or Friday 7 AM to 5 PM.
- Rental rates based on area(s) and hours used.
- Dates can be placed on hold for up to four business days.
- Contracts must pay in full at time of signing.
- Payment accepted via MasterCard, Visa, check or cash.
- Additional meeting facilities available at the F. Scott Fitzgerald Theatre and Social Hall located within Rockville Civic Center Park.

### **RENTAL AREAS**

#### **Area “A” (1<sup>st</sup> floor)**

Includes use of the Dining Room, Living Room, outside porch and terrace  
Maximum 50 attendees

#### **Area “B” (1<sup>st</sup> floor)**

Includes use of the Conservatory, Library and Lyon Room  
Maximum 70 attendees

#### **Area “C” (2<sup>nd</sup> floor)**

Includes use of meeting rooms “5” and “6” and connecting kitchenette  
Maximum Room 5 is 10 attendees. Maximum Room 6 is 12 attendees

#### **Cottage**

Building includes one meeting room, kitchenette food service area and unisex restroom  
Maximum 25 or fewer attendees depending on set up

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### RENTAL RATES

Rockville rates apply to private companies or individuals residing within the corporate limits of the City of Rockville and paying taxes to the City.

Non- Rockville rates apply to all government agencies as well as business located outside of the City of Rockville.

#### Area “A” or Area “B”

	<u>Six hours</u>	<u>fee per additional hour</u>
Non-Rockville	\$533	\$89
Rockville	\$464	\$77

#### Area “C” or Cottage

	<u>Six hours</u>	<u>fee per additional hour</u>
Non-Rockville	\$533	\$89
Rockville	\$464	\$77

For more information contact Rockville Civic Center business office at 240-314-8660